

POSITION DESCRIPTION COUNTY OF TIPPECANOE, INDIANA

POSITION: Administrative Coordinator of the Prosecuting Attorney's Office
DEPARTMENT: Prosecuting Attorney
WORK SCHEDULE: 8:00 a.m. – 4:30 p.m., M-F with 24/7 access
JOB CATEGORY: PAT III (Professional Administrative Technological)

DATE WRITTEN: March 2019

STATUS: Full-time

DATE REVISED: N/A

FLSA STATUS: Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Incumbent serves as Administrative Coordinator of the Prosecuting Attorney's Office and is responsible for ensuring proper office administration, which includes report/record management through various data systems; maintaining and preparing financial information; and supervision of approximately 70 employees for the operation of various departments.

DUTIES:

Position involves highly confidential projects with specific regard to the management of personnel matters, department budget and spending, and public engagement.

Works closely with Chief Administrator of the Prosecuting Attorney's Office to gain a full understanding and mastery of all office administration and management.

Performs the duties of Chief Administrator of the Prosecuting Attorney's Office in their absence or as needed.

Supervises and directs all Prosecutor staff, including student interns from area colleges and employees in the following departments: IV-D Child Support Enforcement; Investigators; Misdemeanor Deputy Prosecuting Attorney Division; Felony Deputy Prosecuting Attorney Division; Victim Assistance Unit, Adult Protective Services, Juvenile Deputy Prosecuting Attorney Division; and office support staff including legal assistants, secretaries, paralegals, receptionists, and part-time employees.

Maintains job descriptions and requirements for all positions in the Prosecutor's Office as well as the evaluation of staffing needs.

Facilitates hiring efforts, including the recruitment of deputy prosecuting attorneys and support staff. Ensures Department hiring practices comply with applicable employment laws, such as the Americans with Disabilities Act (ADA), Equal Opportunity Act (EOA), Workers' Compensation, and Family and Medical Leave Act (FMLA).

Devises system for review of prospective employees, including preparation of vacancy postings and review of candidates and application materials. Coordinates scheduling of interviews and follow-up actions. Conducts interviews and gives input on hiring decisions for all support staff positions. Communicates with new hires regarding compensation, benefits, and other terms of employment. Establishes procedures for the orientation and training of new support staff to ensure adherence to Tippecanoe County Prosecutor guidelines. Schedules and assists Prosecutor with job performance evaluations of prosecuting attorneys as needed. Participates in the evaluation of support staff job performance to determine if changes in employee duties, workload, or salary are warranted. Provides input on disciplinary and/or termination decisions.

Acts as secondary contact for all employee questions and/or concerns involving payroll and time off. Assesses staff needs and employee leave accruals to approve or deny absence requests. Requests and maintains supporting documentation related to employee absences as needed. Supervises and tracks hours worked as well as vacation, sick time, holiday, overtime, bereavement, and FMLA usage. Utilizes Timeforce system to submit this information to the Tippecanoe County Auditor for bimonthly payroll. Prepares a monthly summary of attendance data for the Prosecuting Attorney. Compiles reports concerning personnel-related data such as hires, transfers, performance appraisals, longevities, and absenteeism rates.

Responds to questions or complaints from employees in a timely fashion. Analyzes statistical data and reports to identify and determine sources of personnel issues, employee grievances/disputes, and disciplinary procedures.

Conducts exit interviews to determine issues leading to employee resignation or termination.

Acts as a secondary representative for the Tippecanoe County Prosecutor Attorney's Office at personnel-related Indiana Department of Workforce Development unemployment telephonic hearings and appeals with an Administrative Law Judge. Prepares all necessary paperwork to conduct said hearing(s).

Supports the Chief Administrator of the Prosecuting Attorney's Office in conducting staff meetings and conferring with personnel to report on areas of concern, review progress and compliance with policies and procedures, resolve problems, and share professional information. Meets individually with Prosecuting Attorney, Chief Administrator of the Prosecuting Attorney's Office, Chief Deputy Prosecuting Attorney, Division Chiefs, Supervisor of IV-D Child Support Enforcement, Director of Adult Protective Services, Supervisor of Victim Assistance Unit, and Chief Investigator to assess needs and develop or revise programs, policies, and standard operating procedures. Tracks action items and supports completion efforts as needed.

Plans, organizes, and directs office-wide training efforts. Coordinates with division and department leaders to develop best practices and maintain procedures for maximum efficiency and consistency.

Frequently analyzes training methods and installed policies/procedures to determine if updates or revisions are necessary. Communicates, develops, and implements approved changes for the Prosecutor's Office.

Performs or assists with non-routine administrative functions such as coordinating events, conducting research, preparing reports, and handling special projects. Schedules travel to professional development events, including purchasing airline tickets, lodging, and car rental. Coordinates training seminars for staff with Indiana Prosecuting Attorney Council (IPAC). Locates and applies for training scholarship opportunities and secures all necessary documents for staff.

Assists with tracking Professional Continuing Legal Education credits for staff to ensure completion of annual requirements.

Monitors computerized filing system and data to ensure compliance with the American Bar Association (ABA) guidelines on risk management and scheduling. Oversees the implementation of ethics rules which apply to Prosecuting Attorneys, his/her deputies, and all staff members. Responsible for implementing staff training on a system of review for approximately 15,000 to 20,000 cases per year. Monitors automated entries, financial, and record keeping systems of Departments, which includes compiling, preparing, and/or submitting related reports and documents for all cases. Accountable for ensuring redaction of confidential case information before disclosure to public.

Assigns logistical support for Special Prosecutors for general trial preparation, including drafting and filing motions and proposed orders appointing a Special Prosecutor as well as supplying police reports and other associated case materials to appointed Special Prosecutors.

Works side-by-side with the Prosecuting Attorney and Chief Administrator of the Prosecuting Attorney's Office to review and assist with the preparation of figures necessary to completing the department budget accurately. Ensures efficient use of funds and coordinates overall budget efforts with other agencies, including the following: Lafayette Police Department, Tippecanoe County Sheriff's Department, West Lafayette Police Department, Purdue University Police Department, and Indiana State Police.

Provides proper interpretation of Federal and State grant requirements and procedures. Maintains and applies a broad knowledge of Federal and State regulations. Monitors all stages of Federal and State grant management for the Tippecanoe County Prosecutor's Office. Supports grant mechanics including identifying and proposing funding opportunities, managing timelines for grant application, and preparing/writing grant proposals. Upon receipt of grant awards: Ensures proper administration of funds; monitors department compliance with grant requirements; prepares monthly and quarterly program reports, fiscal reports, modifications of grant, and inventory reporting obligations.

Maintains skills and knowledge for the oversight and management of the following, current grants for the Prosecutor's Office: Drug Investigation grants, VOCA grant, HTUC/JAG grant, Internet Crimes Against Children (ICAC) Coalition grant, IV-D Child Support Enforcement grant, and Adult Protective Services grant.

Shares responsibility for the payment of invoices and bills related to the Tippecanoe County Prosecutor's Office, Adult Protective Services, Drug Task Force, IV-D Child Support Enforcement, and grants. These expenses are paid out of a total budget exceeding \$4,000,000.00. Inputs each claim individually or as a group into the One Solution System, presents and reviews financial batch reports

with the Prosecuting Attorney for approval, and then submits same to the Tippecanoe County Auditor for payment.

Provides secondary review of various criminal related reports from Lafayette Police Department, Tippecanoe County Sheriff's Department, West Lafayette Police Department, Purdue University Police Department, Indiana State Police, Indiana State Attorney General's Office, U.S. Department of Justice, and U.S. Department of Homeland Security including statistical, financial, and progress reports as needed. Researches alternative funding methods.

Authorizes and approves financial transactions in the Chief Administrator's absence. May prepare management, financial, and statistical reports for the Prosecuting Attorney from various department sources. Creates, submits, and/or evaluates a variety of related reports and information for other governmental and regulatory agencies, including but not limited to the Indiana State Board of Accounts.

Assists in the approval of ordering office supplies and other special orders for the Prosecutor's Office.

Manages and monitors all scheduling for the Prosecuting Attorney and Chief Deputy Prosecuting Attorney, including court hearings, civic appearances, various meetings, public speaking engagements, and other special engagements.

Accompanies the Prosecuting Attorney and/or Chief Administrator of the Prosecuting Attorney's Office when meeting with Human Resources, Tippecanoe County Auditor, County Commissioners, and County Council to provide input on the department, its budget, and accounts. Participates on committees and boards with, and/or maintains communication with, various government agencies including five (5) local law enforcement agencies.

Drafts and edits correspondences and presentations for the Prosecuting Attorney.

Serves as co-liaison between the Bureau of Motor Vehicles (in.gov) and the Prosecutor's Office.

Responds to inquiries from and provides assistance to the general public.

Distributes case-related information to local media outlets in accordance with department policies and procedures.

Assists in the management and maintenance of the Tippecanoe County website as well as all educational and outreach materials for the Tippecanoe County Prosecutor's Office.

Manages special projects as assigned by the Chief Administrator and/or Prosecuting Attorney.

Attends professional workshops and training seminars as required.

I. JOB REQUIREMENTS:

Baccalaureate Degree in related field and/or equivalent combination of education and five (5) years' previous work experience in criminal justice and/or public administration required.

Exceptional interpersonal skills with the ability to influence and build strong, working relationships among various departments.

Exemplary communication, leadership, and project management skills.

Must possess the willingness to learn and adapt to changes in systems and/or technology.

Possession of and/or ability to obtain and retain IDACS Certification.

Ability to manage, direct, and supervise all aspects of a large, diverse staff comprised of approximately 70 members.

Solid understanding of the hiring processes, benefits administration, and operation of the Prosecutor's Office.

Thorough knowledge of programs and services provided by the Department as well as standard policies and legal requirements of Department, with the ability to effectively assess, develop, implement, and enforce programs, practices, and procedures accordingly.

Ability to follow and ensure compliance with all employer/Department personnel policies and rules, including but not limited to, attendance of approximately 70 employees, office safety, drug-free workplace, and personal conduct.

Ability to ensure proper and accurate preparation of a variety of Department documents, statistics, and reports.

Thorough knowledge of Tippecanoe County court system and operations, including legal terminology, trial and evidence rules, administrative regulations, official court policies and procedures, and standard operating procedures.

Working knowledge of operations of County government, including functions of the Board of County Commissioners and the County Council.

Working knowledge of Tippecanoe County financial offices and the rules and regulations established by Indiana State Board of Accounts. Ability to make arithmetic calculations and maintain and administer Department budgets.

Ability to operate and/or quickly learn to use the following: standard office equipment including multiline telephone, printer, copier, scanner, and fax; Microsoft Office programs; financial software for accounting, payroll, and federal/state grants; PCMS software for the implementation of opening and tracking files; ABA Software; and Odyssey.

Working knowledge of standard English grammar, spelling, and punctuation.

Ability to effectively communicate orally and in writing with colleagues, other County departments, government agencies, attorneys, court personnel, law enforcement representatives, community organizations, and the public while being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with irate/hostile persons.

Ability to understand and follow written/oral instructions and appropriately respond to constructive criticism.

Ability to work with others in a team environment and maintain appropriate, respectful relationships with colleagues.

Ability to provide public access to or maintain confidentiality of Department information/records according to state requirements.

Ability to work on several tasks at the same time and complete duties effectively amidst frequent distractions and interruptions.

Incumbent may periodically work extended hours and travel out of town for training and meetings, sometimes overnight.

II. DIFFICULTY OF WORK:

Incumbent oversees, supports, and performs a broad range of highly confidential and sensitive executive and administrative duties including grant writing, accounts payable/claim processing, payroll, and management of eight (8) department branches with approximately 70 employees. Judgment must be exercised to effectively and consistently monitor staff compliance with legal requirements as outlined by Department, County, State, and Federal guidelines. Decisions relating to both general and individual circumstances are often of substantial intricacy and require careful and detailed consideration of complex circumstances and choices.

III. RESPONSIBILITY:

The purpose and desired results of incumbent's work are clearly indicated, with unusual circumstances referred to the Chief Administrator and Prosecuting Attorney. Priorities are determined individually and with direction from the Chief Administrator and Prosecuting Attorney. Incumbent's work is periodically reviewed for soundness of judgment, accuracy and compliance with applicable policies, objectives, regulations, and laws.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains frequent communication with colleagues, other County Departments, government agencies, attorneys, court personnel, law enforcement representatives, community organizations, and the public for purposes of rendering and coordinating service, supervising staff members, developing/implementing programs, and ensuring attainment of objectives.

Incumbent reports directly to the Prosecuting Attorney.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties in a standard office environment, which includes sitting and walking at will, walking/standing for long periods, lifting objects weighting less than 25 pounds, speaking clearly, close and far vision, keyboarding, and hearing communication from others. Incumbent may periodically work extended hours and travel out of town for training and meetings, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Chief Administrator of the Prosecuting Attorney's office describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?

Yes _____ No _____

Applicant/Employee signature

Date